

**Wichita Police Department Policy Manual**

Approved by: _____

Policy 410 – Accessible Parking Program

Page 1 of 1

Maintained by:
Information Services

Issue/Rev.: R 10-03-2011

- 410.01 It is important to the City of Wichita that parking be accessible and available for people with disabilities. In order to assist in this endeavor to provide access to parking reserved for people with disabilities, volunteers will be utilized to identify violations pertaining to unlawful parking within accessible areas, as well as those who unlawfully block access zones.
- 410.02 R The Accessible Parking Program will be supervised and managed by the Wichita Police Department. The Warrant Office Supervisor will perform background checks on volunteer applicants, initially train the selected volunteers, conduct follow up training as needed, and administer the program.
- 410.03 The Wichita Police Department will issue vests to the Accessible Parking Program volunteers. The volunteers shall wear these vests, along with approved name identification, at all times while working in the capacity of volunteer. The volunteers shall use their own resources for transportation. In addition, all volunteers are to provide, maintain and carry a cell phone with them while they are working as a volunteer.
- 410.04 R When the volunteer identifies a violation of the accessible parking ordinance, or access zone violation, photographs shall be taken of the vehicle, posted sign, the location of the vehicle, and license plate number. Other photographs will include an overall picture, close-ups of the front of the car showing the area where hang tags would be and any other pertinent photographs to prosecute the case in court. Afterwards, the volunteer shall fill out an Accessible Parking Violation Form (Form # 321-248) and attach the photos with the form and submit it to a designated police supervisor at the appropriate police substation. The supervisor shall review the photos of the alleged violation(s), and shall cause citations to be issued in instances that support prosecutable violations. The designated police supervisor shall retain discretion over cases that should or should not be filed based on the evidence.
- 410.05 The volunteers shall not initiate conversation with possible violators, and when conversation is initiated by possible violators the volunteers shall advise that they have been instructed not to visit about the violation(s), and/or simply walk away. In cases of emergency, the volunteers are to utilize their cell phones to call 911.
- 410.06 When a volunteer identifies an improperly marked Handicapped Parking Space, photograph(s) shall be taken of the parking space. The volunteer will submit the photo, attached to the Accessible Parking Violation Form, along with their written comments, to their supervisor, who shall forward the complaint to the Office of Central Inspections for follow up.
- 410.07 R The use of a digital camera is approved for use and may be checked out at any Patrol Bureau. The use of a personally owned digital camera is approved. The pictures need to be printed off on a color printer or electronically inserted into the Accessible Parking Violation Form which is printed off in color.
- 410.08 Volunteers will appear in court when subpoenaed; and testify if necessary.
- 410.09 No volunteer will identify him or herself as a law enforcement officer. Volunteers may not wear any clothing that suggests or portrays the appearance of an actual law enforcement officer.
- 410.10 Volunteers are subject to the Accessible Parking Program Standard Operating Procedure.